

South Manhattan Development Corporation

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233 East Broadway
New York, New York 10002
(212) 349-2203
(212) 619-1671 (fax)

Matthew Fried Eugene Golombek
President Executive Director

Final Report

The purpose of the recycling project undertaken by the South Manhattan Development Corporation and funded by the Environmental Protection Agency was to intercept bulk waste before it is disposed of through the traditional disposal process. SMDC was to develop a program that will take furniture, other household goods as well as office furniture that was to be thrown out, and to recycle the items to non-profits who can either use the items themselves or will give it to families and individuals in need. These might include recent immigrants, the homeless who are being moved to housing, as well as those receiving government assistance.

The experimental part of the project was concluded with many lessons learned. During that time SMDC did pick up furniture from several businesses and homes and deliver it to a number of schools and non-profit organization.

More importantly, we learned enough to plan and begin to carry out a large-scale solid waste-recycling program.

We decided that a two-prong program was appropriate.

The first program is a material exchange program between Corporations and non-profit organizations. This program targets office furniture and equipment.

The components of the program are as follows:

We began this program with a survey of over 200 non-profit organizations (see Exhibit A). The survey basically sought to find out if the organizations would be interested in participating in this program and to determine the scope of needs. The response rate was almost 20% positive which we felt was excellent. We will be sending more out.

We had learned from the demonstration grant that to contact corporations was time consuming and frustrating. Often it would take many phone calls to locate the proper person. We also discovered that in larger corporations there were at times several different people to contact in different divisions.

Materials Exchange Survey

Please return to: South Manhattan Business Development Corporation, 200 East Broadway, #3C, New York, NY 10002. You may also fax your response to 212-475-1291.

1. Organization Name _____
Street Address _____ Borough _____
Contact Person _____
Services Offered _____
Neighborhood and Audience Served _____

2. Non Profit? __ yes __ no

3. Membership organization __ yes __ no

4. Do you currently accept donated materials? __ yes __ no

5. Do you collect and distribute donated materials? __ yes __ no

If yes, do you sell these items or give them away?

__ sell __ give-away

6. Do you think a materials exchange would be helpful to an organization like yours?

__ yes __ no

7. What finds of material could you use? (Check all that apply)

___ Office supplies ___ Computer equipment

___ Office furniture ___ Clothing

___ Home furnishings ___ Food

___ Art supplies ___ Appliances

___ Home improvement materials

(tools, construction materials)

___ Program materials. Please list _____

8. Could you arrange for pick-up (by truck car) of materials that you request?

__ yes __ no

9. What form of communication would work best for your organization?

___ On-line data base ___ Mail announcements (catalogue)

___ Fax ___ E-mail

10. Have you had prior experience with a materials exchange organization

(for example, Gifts-In-Kind). Please describe

11. Assuming that such a materials exchange existed, what would your organization prefer
a means of gaining its services?

as

___ I'd prefer to become a member of the Exchange and receive discounts or free goods based
on my contributions to the exchange and organization's income.

___ I'd rather pay a fee for each item that I requested and receive.

12. Other comments or suggestions. _____

Exhibit B

**South Manhattan Development Corporation
and
Cornell University Cooperative Extension New York City Program**

MATERIALS EXCHANGE

ITEMS AVAILABLE:

26 Metal Horizontal File Cabinets (5 drawers)
5 Metal Vertical File Cabinets (2 drawers)
4 Light Wood Formica Tables
12 Light Wood Formica Desks with Metal Sides, two pull out and file drawers (standard 30 x 60)
5 Metal Desks and Computer Returns (standard 30 x 60)
16 Metal Free Standing Book Cases (5 shelves)
27 Desk Chairs
1 Conference Table (seats 8 people)
1 Micro fiche Machine and cabinets
39 Architectural Roll Drawing Holders
6 Architectural Flat Files

Note: The items listed **MUST BE** picked up on Wednesday, December 16th, 5:00 p.m. to 7:30 p.m.

If you would like more information or would like to schedule a pick-up, call (212)475 - 3740.

Exhibit C

NEIGHBORHOOD YOUTH & FAMILY SERVICES
Administrative Offices

Keeping Families Together

JEFREY RICHARDSON, CPA
Chairman

LIZETTE H. TAIT
Executive Director

NANCY MAMIS-KING
Associate Executive Director

ALICIA C. PASCUAL
Controller

January 27, 1999

Marla Manz, Project Director
SOUTH MANHATTAN DEVELOPMENT CORPORATION
200 East Broadway
New York, NY 10002

Dear Ms. Manz:

On behalf of Neighborhood Youth & Family Services (NYFS) I extend a sincere thanks to the SOUTH MANHATTAN DEVELOPMENT CORPORATION for its donation of file cabinets. They have been put to good use in our agency.

NYFS will be very pleased to continue to participate in the Material Exchange Project. Please fax notices of such future opportunities to the attention of the NYFS Development Department at fax number (718) 299-2343.

Again, thank you for the donation and for your effort in organizing the Exchange.

Sincerely,

Lizette H. Tait
Executive Director

601 East Tremont Avenue, Bronx, NY 10457
Telephone 718-299-2340 - Fax 718-299-2343

Instead of contacting the corporations we decided that it was more cost effective to contact building managers in New York. They were always aware in advance of when a company planned to get rid of furniture and equipment. We are developing contacts with these building managers. Already a contact with the manager of the World Trade Center has provided handsome returns. He identified nearly two floors of furniture that companies were planning to dump. We offered the companies the opportunity to have the furniture removed at no cost to them and at the same time get a tax deduction for a charitable contribution to a non-profit organization. We then contacted organizations that were interested in the material. On first come first served basis we were able to help seven organizations. The list of furniture and the list of some of the organizations for just one of these operations are attached to this report (see Exhibit B). In addition to the three organizations listed three others received furniture - The Lower East Side Conservancy, The United Jewish Council and The Valley. All are non-profits and located either on the Lower East Side or in Harlem. A key component of this plan is that each organization must pick up the furniture. This enables us to keep our costs relatively low. Attached you will find several letters of appreciation from receiving organizations (see Exhibit C).

We are currently expanding this operation and will be computerizing it in the near future. At the same time we are working with the Cornell Extension Service to write a grant to foundations so that we may obtain funds to make the program permanent. At this time SMDC is running the program with its own funds. We will continue to do so till we have other sources of funding.

We also have a web page nearly completed and will begin utilizing that as a way to reach out to organizations.

The second program involves home furnishing, clothing and other household goods. The key here is to gather this material and sell it at a thrift store. We have located a site for the Thrift Store at 292 Third Avenue (between 22 and 23 streets in Manhattan). It is approximately 2500 square feet. We have obtained loans from banks. We have obtained a 501-3-c designation and are in the process of getting a tax-exempt ruling from the IRS. We have hired a store designer and expect to have a store manager hired within two weeks. We have also obtained warehouse space in Brooklyn. We are currently storing a significant amount of furniture and clothes there (see Exhibit D). We expect to open the store this May. One other aspect of this program is to provide job training to women who need to either come into the workforce after they have spent years as a homemaker or to young girls who have no work skills. The older women will be drawn from the Lower East Side by several social service organizations, including the Henry Street Settlement and the United Jewish Council of the East Side. They will typically be in a situation where either their husband died or left them. In order to obtain inventory we will be doing several things.

- Advertising
- Mailing
- Special events

All profits will be used for the following purposes.

- Maintain the total recycling effort - both the thrift shop and the Material Exchange program.
- Support our job training programs.

- Support meal programs for the elderly.
- Support efforts to help families in need.

There is no question that the demonstration project we were able to do because of funds from EPA has had a tremendous effect on the shaping of our current programs. We are not sure that we could have implemented these programs if not for your original support.

The one aspect of our plans that has not yet been resolved is the measurement of the amount of material kept out of the solid waste stream. We plan to work with another material exchange program- Material for the Arts- to develop a program. They have a scale on which they can weigh furniture that they receive. We will have them weigh similar objects to what we obtain and then use it as a rough standard for the weight of the material that is diverted from the solid waste stream.